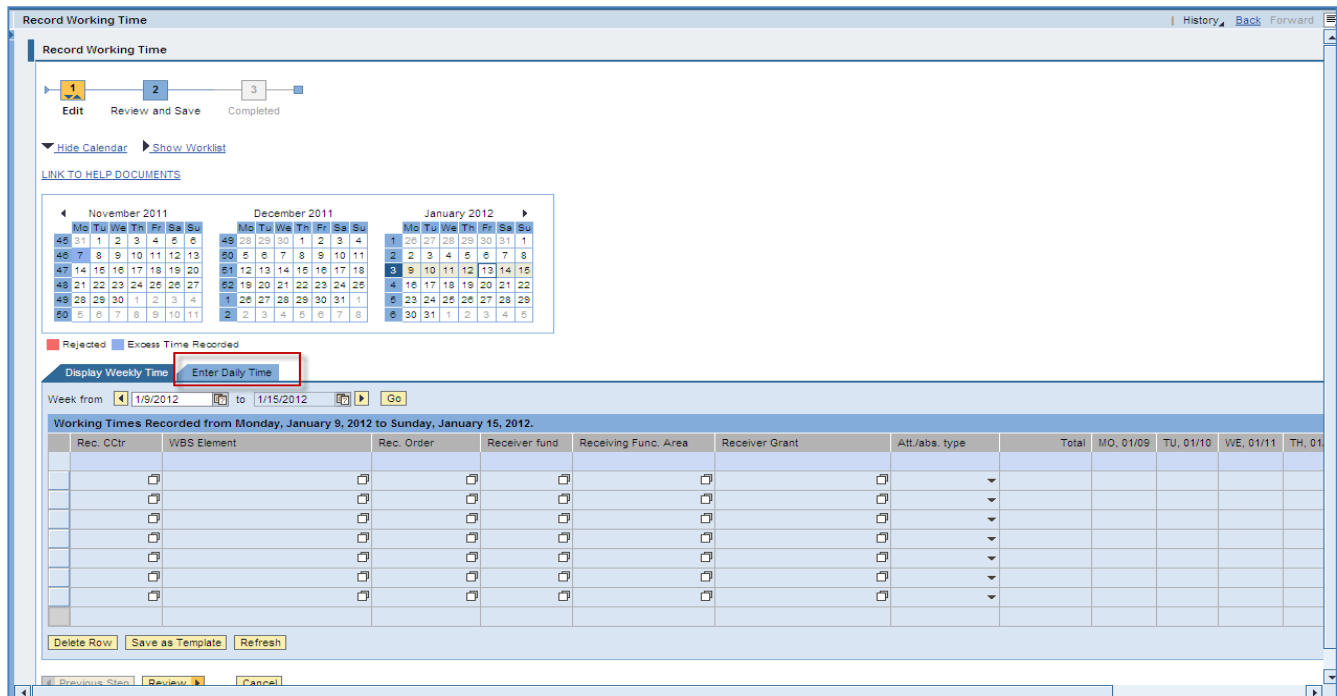


Subject: How to Personalize Your Record Working Time Screen in MySCEmployee ESS
Audience: HR Directors, Training Coordinators, ESS Time Entry Users

Did you know that you can customize the screen you use to enter working time in MySCEmployee Employee Self Service (ESS)? It's true, and the SCEIS Team encourages you to give it a try to optimize your time-entry experience. Just follow these steps.

Step 1. Go to the Record Working Time screen. Click on the “Enter Daily Time” tab as usual.



Record Working Time

History Back Forward

Record Working Time

1 2 3

Edit Review and Save Completed

Hide Calendar Show Worklist

LINK TO HELP DOCUMENTS

November 2011 December 2011 January 2012

Mo Tu We Th Fr Sa Su

45 31 1 2 3 4 5 6 49 28 29 30 1 2 3 4 1 20 27 28 29 30 31 1

46 7 8 9 10 11 12 13 50 5 6 7 8 9 10 11 2 2 3 4 5 6 7 8

47 14 15 16 17 18 19 20 51 12 13 14 15 16 17 18 3 9 10 11 12 13 14 15

48 21 22 23 24 25 26 27 52 19 20 21 22 23 24 25 4 16 17 18 19 20 21 22

49 28 29 30 1 2 3 4 1 26 27 28 29 30 31 1 5 23 24 25 26 27 28 29

50 5 6 7 8 9 10 11 2 2 3 4 5 6 7 8 6 30 31 1 2 3 4 5

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Week from 1/9/2012 to 1/15/2012 Go

Working Times Recorded from Monday, January 9, 2012 to Sunday, January 15, 2012.

Rec. Cctr	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att./abs. type	Total	MO, 01/09	TU, 01/10	WE, 01/11	TH, 01/12

Delete Row Save as Template Refresh

Previous Step Review Cancel

Step 2. Hold the control key down on your keyboard and right-click (click with the right-side button on your mouse) on the area in red below, in the “Hours” column.

NOTE: Make sure to click to left of the 00:00 in the hours column for menu to appear correctly.

Record Working Time
History Back Forward

Record Working Time

1 2 3
Edit Review and Save Completed

Hide Calendar Show Worklist

LINK TO HELP DOCUMENTS

November 2011 December 2011 January 2012

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date 1/9/2012 Go

Working Times Recorded on Monday, January 9, 2012

Rec. Cctr	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att./abs. type	Hours	Start time	End time	
								00:00	00:00	
										Details
										Details
										Details
										Details
										Details
										Details

Delete Row Save as Template Refresh

Previous Step Review Cancel

Step 3. Click on the arrow next to rearrange columns to expand this menu.

Record Working Time

1

2

3

Edit Review and Save Completed

Hide Calendar

Show Worklist

LINK TO HELP DOCUMENTS

November 2011

December 2011

January 2012

Mo Tu We Th Fr Sa Su

45 51 1 2 3 4 5 6

46 7 8 9 10 11 12 13

47 14 15 16 17 18 19 20

48 21 22 23 24 25 26 27

49 28 29 30 1 2 3 4

50 5 6 7 8 9 10 11

Mo Tu We Th Fr Sa Su

49 28 29 30 1 2 3 4

50 5 6 7 8 9 10 11

51 12 13 14 15 16 17 18

52 19 20 21 22 23 24 25

1 26 27 28 29 30 31 1

2 2 3 4 5 6 7 8

Mo Tu We Th Fr Sa Su

1 26 27 28 29 30 31 1

2 2 3 4 5 6 7 8

3 9 10 11 12 13 14

4 16 17 18 19 20 21

5 23 24 25 26 27 28

6 30 31 1 2 3 4

Rejected

Excess Time Recorded

Display Weekly Time

Enter Daily Time

Date

1/9/2012

Go

Working Times Recorded on Monday, January 9, 2012

Rec. Cctr

WBS Element

Rec. Order

Att./abs. type

Hours

Start time

End time

Details

Details

Details

Details

Details

Details

Delete Row

Save as Template

Refresh

Personalize Table "Working Times Recorded on Monday, January 9, 2012"

Options

Hide this Table

Displayed no. of content rows 8

Rearrange columns

Extended options

Ok

Cancel

Step 4. Make your changes.

- A. **Hide a column:** To hide a column, click the column that you would like to hide until it's highlighted within the "Displayed columns" table on the right. After the column is highlighted, click the "hide" button to move it over to the "Hidden columns" table. Continue this step if you wish to hide additional columns.
- B. **Rearrange columns:** To rearrange the order of the columns, click on the column that you would like to move within the "Displayed columns" table on the right, and click the "Up" button to move the column further left in the timesheet or click the "Down" button to move the column to the right in the timesheet.
- C. After you are finished, click "Ok" button to exit screen.

Personalize Table "Working Times Recorded on Monday, January 9, 2012"

▼ Options

[Hide this Table](#)

Displayed no. of content rows

▼ Rearrange columns

Hidden columns		Displayed columns
TableColumn "Wage Type"	◀ Hide	TableColumn "Rec. Cctr"
	Display ▶	TableColumn "WDS Element"
		TableColumn "Rec. Order"
		TableColumn "Receiver fund"
		TableColumn "Receiving Func. Area"

Row 1 of 1

Row 1 of 11

Up Down

Reset

► Extended options

Ok Cancel

NOTE: If you would like to undo all of your changes, click the arrow next to “Extended options” to expand this menu and click “Reset All for this Table.” This will return your timesheet to the original layout. See screenshot below.

Personalize Table "Working Times Recorded on Monday, January 9, 2012"

▼ Options

[Hide this Table](#)

Displayed no. of content rows

▼ Rearrange columns

Hidden columns		Displayed columns
TableColumn "Wage Type"	◀ Hide	TableColumn "Rec. Cctr"
	Display ▶	TableColumn "WBS Element"
		TableColumn "Rec. Order"
		TableColumn "Receiver fund"
		TableColumn "Receiving Func. Area"

Reset

Up Down

▼ Extended options

[Reset All for this Table](#)

[Reset All for this View](#)

Ok Cancel

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:
<http://www.sceis.sc.gov/requests/>.